

**Town of Pownal
Select Board Minutes
Monday, March 14, 2022**

I. Call to Order-In Person Meeting at 6:30 pm by Chair Morris
Select Board Members: Jon Morris, Andy O'Brien, Heidi Cushman Curry
Town Administrator: Becky Taylor-Chase
Road Commissioner: Dick Clarke
Fire Chief: Jesse Peters

II. Pledge of Allegiance

III. Accounts Payable & Payroll Warrant

AP Warrant #51 in the amount of \$42,982.37

Selectperson O'Brien motioned to approve AP Warrant #51 in the amount of \$42,982.37.

Selectperson Curry seconded.

Discussion: None

Vote: Yes 3; No 0

Payroll Journal #266 in the amount of \$10,706.62

Selectperson O'Brien motioned to approve Payroll Journal #266 in the amount of \$10,706.62.

Selectperson Curry seconded.

Discussion: None

Vote: Yes 3; No 0

III. Minutes of Previous Meetings

- **Minutes of Regular Meeting February 28, 2022**

Selectperson Curry motioned to approve the minutes with corrections. The Town Administrator noted she had corrected 2 punctuation mistakes and changed the word researched to reached. Selectperson Curry motioned to approve the minutes as written.

Selectperson O'Brien seconded.

Discussion: None

Vote: Yes 3; No 0

IV. Public Comment – Non-Agenda Items

None

The meeting moved to agenda item Page 11 Comprehensive Plan

V. Department Head Reports – Submitted Electronically

(Department head reports can be viewed on their respective website page(s))

- **Select Board**

Selectperson O'Brien noted he took a water sample today.

Selectperson Curry attended the Budget Committee meeting last week.

Chair Morris talked with 4 different towns that have town managers and will meet with Select Boards to see if it is working for them. He has reached out to North Star Planning and Ben will come up with a list of funding opportunities that other towns use. He will meet with the Town Administrator to get her perspective on the Town Manager form of government. We would need to elect a charter commission.

VI. New Business

- **Budget Presentations: Public Works and CIP**

Andy Wyatt spoke for the CIP budget. They need \$153,000 to fund the CIP. They have been meeting with department heads and will ask the town for \$154,000 to fund the capital plan. We are looking at \$50,000 increase in costs of assets that will need to be purchased in the future. Additionally in 2028 the CIP reserve account would be at \$102,000. They would be looking to transfer from undesignated funds to cover that thin spot. Mr. Schumann stated there may be funds available in undesignated funds. If that transfer were made it would eliminate that thin spot. It would also give opportunity to reduce the appropriation request by \$2,000 for the next 5 years. There have been some ups and downs with projects with tariffs, steel imports, supply chain issues. They want to do something to benefit the tax payers. How do we give value back to the town? This would put us in a stronger position in the future. Leave on the warrant \$154,000 as appropriation. Put it ahead of the transfer. One could vote to amend the article if appropriation from undesignated funds passes. If it doesn't pass no amendment would be needed to the warrant article. Chair Morris stated the undesignated funds balance is a political football in town. Other competing entities are petitioning to use funds from that account. The Select Board will need to determine where we are with funds in relation to the school budget requests.

The Road Commissioner Dick Clarke presented his budget. He presented a spreadsheet that went back to 2019 to see the trends. See attached notes for a summary of talking points. Questions from Selectperson Curry included: Do we sign contracts for propane? Will Blackstone's stay at \$6 for materials? Have you considered that we might need an increase in materials? Chair Morris suggested looking at the surplus at the end of the year and adjusting the budget accordingly. The Town Administrator gave an overview of the compensation budget. She stated that currently all public works employees are paid under one expense line but she is proposing to break them out into their own expense lines for better accounting practice. She also added in a line for Employer Medicare and Employer FICA which had been previously included in the General Government budget. The Road Commissioner spoke of adding in an on call pay line and one budget proposed a part time line in addition to the 4 full time employees as one employee had expressed wanting to reduce hours. Selectperson O'Brien commented that it could cut the overtime budget down.

- **Comprehensive Plan Page 10-Report/Update**

Updates were included in agenda item Comprehensive Plan Page 11-12 Goals and Old Business.

- **Comprehensive Plan Page 11-12 Goals**

Chair Morris started with the goals and strategies for Education.

Goal 1: Provide high quality public education to Pownal students from Pre-K to Grade 12 and read the strategies. He suggested we invite the School Board members to one meeting a month and possibly compensate them for attending. This would require a warrant article to fund. Selectperson Curry would like to have them attend and report. Selectperson O'Brien suggested a bi-monthly attendance and a written report submitted in between. Chair Morris has invited Dr. Foley to attend a meeting. They will be announcing the new Superintendent on Wednesday. He has also invited Lisa Demick (the outgoing PES Principal) to attend a meeting.

Paul Schumann asked when you look at the strategies are you in agreement about what fiscally responsible means. Non one knows what that means. Since the RSU was founded, cost has doubled. Cost per student has not been done. Great thoughts using words and terms but no one in town understands what that means. Groups need to take some strategies and determine action. How do we demonstrate to the town that we were successful? Very glad the board has taken leadership to focus on the plan. Chair Morris stated a lot of towns would like to have the discussion about expense and local control. Mr. Schumann said when we get to the next draft if we haven't taken a stab objectively, we will rewrite the same language.

Chair Morris said 1st to bring the school board members on board. It is important for the board to understand this year's budget. Mr. Schumann stated these are complicated questions. The problem is there are not enough kids. We pay 12% to the RSU budget regardless of how many kids attend. Not asking to solve this tonight. Selectperson O'Brien said it may be cheaper to send kids to NYA but in 10 years may be not. It's a balancing act in town on many things. We need to zero in on what it means and what we wish to achieve. Chair Morris will wait until we find out what the local aide is compared to state tuition and private schools. Will determine cost per student. It's complicated to opt out. Four years ago, Yarmouth and Greely would not take our students but Lisbon, New Gloucester and Windham would. Transportation was an issue. Will report at 2nd meeting in May.

Chair Morris moved on to Infrastructure and Goal 1: Explore ways to fund and renovate or build a Public Works Facility. He stated it is time to assemble a group to determine if now is the time to move forward with either a Public Works building or combo building with Public Safety. Selectperson Curry asked if we needed a new committee. She feels the Budget Committee, Economic Development & Sustainability Committee and CIP committee would be folks that could be approached to discuss this project. Selectperson O'Brien stated we still need to assess what is needed, may need an engineer study. We won't know cost until we have information. It was determined to set a date for a Public Hearing to engage the community and receive input. It will be 1 hour before regular Select Board meeting at the end of April to consider Comprehensive Plan goal to build a Public Works facility and Public Safety facility or combination. It will be the #1 item on the agenda.

Alan Curry asked would it make sense to determine location, talk to Department Heads to see what the needs are and design without an engineer. With fuel costs and lumber costs, it's not the time to build a new building. Keep it simple with possibility of future expansion. Now is not the time to build. Chair Morris replied we are responding to the Comprehensive Plan and are charged to begin the process. The public hearing is to see if anyone wants to participate in the process. It needs to be a town wide project. There may be a lot of grants if we are shovel ready. Selectperson O'Brien noted he didn't mean to imply we hire an engineer tomorrow. This is a 3-4-year project. Chair Morris said we could do a straw poll to gauge the town. Mr. Curry asked if we could explore a joint venture with other towns. He hopes to believe we will have the volunteers to staff the building in 10 years. If the town says yes we owe it to move forward. Selectperson Curry all options are open to investigate. We should "put on our thinking caps."

Goal #2: Continue to maintain roads to acceptable standards for safe travel in the most cost-effective and environmentally safe manner. Chair Morris asked is it time to petition the town for a road committee? Do we address this with the Road Commissioner reports? Selectperson O'Brien at this time we have a good handle on it. Chair Morris we have a road maintenance plan, it's fiscally checked. Dirt roads are a question? Where are we going to go with it? Is this a Capital Project? Mr. Schumann asked are we going to vote in 10 years what an acceptable

standard is or is the board going to determine? In 10 years how do we measure success? Do we agree on what we are going to achieve? How does the Road Commissioner do his job if it is not defined as to what is acceptable? What is the action item? Chair Morris stated he served on the road committee. He feels there should be public input. The Road Commissioner has a maintenance plan for roads driven by the budget. Is there a gold standard for roads? Should they be paved? Selectperson O'Brien stated the Public Works department has made great strides on dirt roads bringing them into much better shape. Chair Morris how do we petition the town to get feedback for what is acceptable standards for Pownal? Will report out on second Select Board meeting in April. One possibility is survey monkey but how do we reach everyone?

Solid waste was addressed next. Goal: Increase awareness around solid waste reduction and recycling. Chair Morris read the 5 strategies. He suggests we charge the Solid Waste and Recycling Committee to work on this. The Town Administrator stated she was attending a meeting this coming Friday with 4 other communities to discuss the possibility of a regional waste collection. Some of the Solid Waste and Recycling Committee members will be present. Chair Morris will write to the committee and will attend their meeting this Thursday. Selectperson Curry stated it should be required attendance for all other boards and committees to be thinking about how they can be helping with the goals and strategies of the Comprehensive Plan. She will email all boards and committees.

Meeting moved back to Department Head Reports.

- **Unexpended Balances**

The Town Administrator presented some MMA guidance on creating reserve accounts. This could be an option rather than doing the carry forward process. Item is tabled until next meeting so the members of the board can read the material.

- **Spruce Hollow Road Name Request**

The proposed Spruce Hollow Subdivision submitted a letter requesting 3 private road names. The board approved True Lane.

- **Election Machine/Coding**

The June 14th election is rank choice voting which means the memory stick cannot include our local elections. The Town Administrator reached out to ES&S about possibly renting a second machine for this election. The other option is we code a stick and after the State ballots are tallied, we feed the municipal ballots in and have the machine tally. The cost of the coding would be split with the RSU and would be minimal to the town. The time spent would be considerably less than hand counting the ballots. The board agreed to code a second stick and use the machine to tally after the state ballots were completed.

VII. Old Business

- **Joint Meeting with N. Yarmouth and CC Sheriff**

Selectperson O'Brien sent a second email. He speculates we will hear after their town meeting.

VIII. Correspondence

Selectperson O'Brien received a call from a resident about her horse passing away and Scott Dugas would not come to move it because the roads were posted. He called and gave them permission to travel on the roads to take care of the horse. Chief Peters had received the same

call and reached out to the Road Commissioner for permission as well. Mr. Dugas wanted approval by a Select Board member before proceeding.

Chair Morris asked Mr. Clarke if he had reached out to the logging company about traveling on the roads. 4B Logging had been traveling on the roads the previous week.

IX. Any Other Business

Selectperson Curry has been following LD2003, it's a new zoning ordinance and is getting nervous. Would like permission to talk with North Star Planning. If the bill passes implementation will be very quick. Chair Morris has talked with Select Board members "up north" about LD2003. Selectperson O'Brien asked if she could report back on Ben's comments. She will ask for it in writing. Chair Morris summarized the bill for the public stating it's making its way through a very liberal Senate and House concerning rezoning every town for affordable housing. Has very broad meaning. We would have to designate "x" amount of permits as low-income housing permits and have to designate an area in town for that specific zoning. Lot sizes could change and we cannot deny a project.

XI. Adjournment

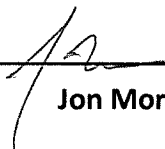
Selectperson O'Brien motioned to adjourn the meeting. Selectperson Curry seconded.

Discussion: None

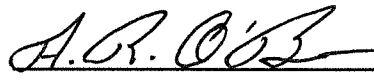
Vote: Yes 3; No 0

The meeting adjourned at 8:38 pm


Respectfully Submitted,
Becky Taylor-Chase
Town Administrator



Jon Morris



Andy O'Brien



Heidi Cushman Curry

Public Works Budget Presentation Notes

Fiscal Year 2023

02-03-040-008 Facilities Building/Equipment Maintenance: \$2,000

The roof over the fuel tank needs to be replaced (metal or asphalt) due to age.

Gable end of the town garage (tongue and groove) siding has cupped in a few locations allowing water from a driven rain to enter the wall cavity. Both ends need to be painted.

A recent inspection (3/10/22) from MMA Risk Management determined that the 1969 air compressor recommended/should be replaced due to its age. Replacement cost is estimated at between \$3,000-5,000.

02-03-060-002 Cable/Internet: \$550.00

Increased cost per month

Cable expense was transferred from the Town Administrators budget to Public Works this FY.

02-03-060-003 Electricity: \$1,800

CMP/Power Supplier has increased the electricity costs by 88%

As of 3/7 we are almost at the budgeted amount with 4 months to the end of the FY.

02-03-060-004 Natural Gas: \$1,000

Toe Town Administrator has an estimate of about 43% increase this FY with a potential to go higher in the next few months.

02-03-060-006 Propane Heat: \$400.00

As of 3/7 we are over budget on this line item. We still have just over 2 months of heating season for this fiscal year to go.

With the unknown predicted amount of increase in the next fiscal year with unstable petroleum costs the budgeted amount was doubled.

02-03-040-008 Winter Roads Equipment Maintenance: \$1,500

This line item was raised to cover the rise in part/steel costs for plow equipment. We currently have hydraulic 2 cylinders that need to be repaired due to leaking seals (average cost \$800 - 1,000.00 each)

02-03-040-022 Winter Sand: \$2,000

We have expended the budgeted amount this year with the potential to have to purchase additional sand to finish this season. With the back-to-back storms and rain/ice events we have used more sand leaving no reserve to start the new FY-23. Cost per yard has increased, even though we have been purchasing from A H Blackstone that has saved us considerably in the past 2 years. When we run low/out we have to purchase from other companies that are in costs than Blackstone \$6.00 cy = Blackstone vs. \$9.50 cy = Copp. We hauled in 324 cy of sand in the past month.

02-03-040-026 De-Icer: \$2,000

With the additional usage of salt/de-icer materials the same situation exists that there will be no surplus product this Spring to start the next FY with. Next winter will start with a deficit of product.

02-03-040-027 Plow Blades: \$1,000

Steel prices have doubled in the past year Example: a 4'x 8'x 1/2" sheet of plate steel went from \$800 to \$1,600. Plow/Grader cutting edges and Carbide blades are expected to take a significant jump in cost with the next GPCOG bid this Summer/Fall we are locked in with pricing for this fiscal year.

02-06-030-008 Greater Portland Council of Governments GPCOG:

Relocate to Salt line item (02-03-040-015)

This fee is based on the number of tons of salt purchased. I usually account for this cost in the salt line item (02-03-040-015)

State Vehicle Inspection: \$450.00

Relocate to Vehicle Maintenance line item (02-03-040-008)

We no longer send trucks out for just an inspection sticker. With the exception of the Backhoe, Grader and Loader all trucks are serviced yearly and inspected at the same time the \$105.00 inspection fee is included in the service invoice.

We have 10 units to be inspected annually at \$105.00 the actual cost has been updated in this budget.

02-03-040-008 Equipment/Vehicle Maintenance: \$5,000

This increase includes having the plow trucks and loaders undercoated to protect them from salt corrosion. We also need to rehabilitate the dump bodies on trucks 2 and 4 to extend the service life of the trucks. Truck 4 is in fair condition with the exception of corrosion. Sandblasting and painting the dump bodies of both trucks will extend their lives by years. Truck 4 a 2012 International is now the spare truck replacing the 2000 Sterling.

All of the safety related repairs are done by a qualified and insured mechanic.

02-03-040-009 Tires: \$500.00

We will be using studded snow tires in place of the steering tires for freezing rain/icing events. As these events continue to increase it also includes the potential for a plow truck to slide off on the gravel road during freezing rain/rain events. Our tire inventory is in good shape the extra will funds will cover some of the costs to stud the tires. The studded tires will only be used in icing events to extend the life of the tire.

02-03-040-011 Oil and Fluids: \$1,200

With the increase in cost for Diesel Exhaust Fluid (DEF), motor oil, non-ethanol gasoline (used for the small engines) and lubrication oils this increase will support the projected expense in the new FY.

02-03-040-020 Shop Supply: \$1000

This line item includes welding/cutting supplies, hydraulic hoses and fittings, minor parts, nuts/bolts, shop tools used to work on the trucks and equipment.

02-07-040-010 Fuel - Gasoline: \$4,000

With the volatile petroleum costs right now, I have projected a 40 % increase for the new FY.

02-07-040-012 Fuel – Diesel: \$12,000

With the volatile petroleum costs right now, I have projected a 40 % increase for the new FY.

We are in the process of GPCOG putting the transportation fuels out for Request for Proposals (RFP) and should have a better indication of where the fuel pricing may be for the next FY. Rinaldi Energy won the GPCOG bid this year and I locked in the Diesel price per gallon at \$2.22 for the life of the bid. We purchase our Gasoline through the town of Freeport at a locked in rate of \$1.85 per gallon. I have no idea what fuel prices will do at this point. We can revisit the increases as we get closer to the time that the budget process concludes to hopefully have a better indication of the fuel pricing in the next year. I will probably not lock in on Diesel pricing this year. In the past it was always Rack price (terminal price when the truck is loaded) plus the set price mark up by the company delivering the fuel.

02-08-025-410 Dust Control: \$300.00

This increase reflects on changing from the flake Calcium Chloride bags to a Liquid Magnesium Chloride liquid for dust control. Liquid is less dangerous to handle and apply as well as being less corrosive to the equipment and environmentally safer for domestic animals.

02-08-030-019 Professional Services:

This will be discussed under compensation. We have no line item for part time/on call drivers in the budget. Until this year we have not used them in the time that I have been here. We do need relief from long duration events to allow the employees to get rest.

02-08-030-020 Paving/Rehab: \$5,000

As asphalt prices have risen in the past few years, our budgeted amount has not. I try to work pavement treatments into the allotted budgeted amount. We are in a fairly good position as far as the paved roads go. By continuing the pavement treatments that “Keep Our Good Roads Good” we stay on the high side of the maintenance curve.

02-08-030-054 Line Painting: \$2,500

We are out of sequence with line painting due to the Covid-19 budget. It would be in the town's best interest to stripe the paved roads annually rather than biannually due to the wear on the paint from snow removal. Road striping is a safety priority for both the public and the town employees. With ground fog, rain and lack of street lighting the pavement striping allows the driver to locate themselves on the road by way of the road center boundary lines. Having the striping also helps the plow operator to align themselves from the center out in the road when removing snow.

02-08-030-055 Roadside Mowing:

The increase reflects the actual lease cost associated with the roadside mower rental per year.

02-08-040-018 Road Signs:

This past year has been a hard one with road signs. Vandalism, vehicle damage and theft have reduced the spare stock replacement signs. We are also missing 6 Town Line signs around town that need to be replaced we are over budget on this line item for this FY.

02-08-040-022 Gravel: \$4,000

As we continue to work on the gravel roads, we are adding surface gravel to help with the drainage and provide a smoother ride. Our gravel roads are all in need of new gravel to improve them. For many years material was not replaced on the roads with the wind, dust, rain, plowing and tracking of material off the road and lack of a dust control program. We have lost a lot of material. This cost indicates the purchase of additional gravel to be placed on the roads.

The rule of thumb is "one inch per mile per year" gravel is lost from a gravel road.

02-11-050-061 Training: \$200.00

With the potential for training for the employees to achieve goals and professional development that will ultimately provide a better service to the town this line item is underfunded. We have trainings coming up that the employees should attend. Covid has put a damper on outside trainings and educational events.

